

# JOB ANNOUNCEMENT

## CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

**POSITION TITLE:** Paralegal Assistant

**GRADE:** G-16 (Paralegal Assistant II)

**ANNUAL SALARY:** \$36,225 - \$40,721 (Negotiable, based on education and experience)

**LOCATION:** Problem Solving Courts, Circuit Court for Prince George's County, Upper Marlboro, MD

**TYPICAL DUTIES:** The incumbent under the supervision of the Director of the Problem Solving Courts and the Assistant State's Attorney for the Problem Solving Courts Program is responsible for gathering information and facts by reviewing all Problem Solving Courts case files and hearings. Prepares memoranda, documents and correspondences. Maintains a working knowledge and/or listing of reference materials containing legal precedents relative to Problem Solving Court issues. Distributes case files to the Assistant State's Attorney and the Coordinating Judge's. Performs basic manual and automated research. Retrieves and reviews court files of Problem Solving Court applicants for eligibility and uses the court's automated database to record and research case information as appropriate. Request files for record checks, follows up with request for record checks, and reviews information contained in the record checks for Problem Solving Courts Programs eligibility. Researches entries on record checks that are not complete or do not have dispositions. Reviews pleadings and alerts litigants, attorneys and/or the Judge as to discrepancies or areas requiring special attention. Maintains program participant's files. Coordinates cases for plea and sentencing and prepares motions for discharge. The incumbent may also perform other duties as assigned within the classification.

### **MINIMUM QUALIFICATION REQUIREMENTS**

Have a paralegal certificate and an Associate of Arts Degree in paralegal studies from an accredited college or university or an Associate of Arts Degree in a relevant field, such as criminal justice or legal studies, plus one year experience in Criminal Court Procedures or in dealing with Problem Solving Court Programs. Have advanced knowledge of legal procedures and terminology. Have the ability to research and compose legal documents, letters and memoranda. Must be computer literate and be able to operate multiple computer data systems. Have the ability to exercise high degree of judgment, diplomacy and competence interacting with Judges, attorneys, public officials, litigants, colleagues, co-workers and the general public. Ability to speak Spanish is a plus. All applicants are subject to background checks. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications can be obtained at the address below.

**CLOSING DATE:** Applications must be submitted by 5:00 p.m. Eastern Standard Time (EST) on **March 25, 2016.**

**APPLY TO:** Director of Human Resources  
Court Administrative Office, Room M2407, Courthouse,  
Upper Marlboro, MD 20772  
FAX: (301) 952-4447 E-Mail: [Humanresources@co.pg.md.us](mailto:Humanresources@co.pg.md.us)

**ELIGIBILITY TO WORK:** Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. Citizens and lawfully authorized alien workers. Applicants who are selected for employment will be required to show and verify authorization to work in the United States.

Circuit Court for Prince George's County is an Equal Opportunity Employer, Committed to Diversity in the workplace. This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.  
Reasonable accommodation upon request.